

2011-12 BUDGET CALENDAR

DECEMBER	<ul style="list-style-type: none">• Capital Improvement Program (CIP) Kickoff Meeting• Request Capital Project submittals• Set budget policies
JANUARY	<ul style="list-style-type: none">• Departments submit CIP requests• Operating revenue is projected for the General Fund• Operating budget manual is distributed to departments• Budget preparer's meeting
FEBRUARY	<ul style="list-style-type: none">• Growth projections completed• CIP analysis/review with departments.• Budgets for Internal Service Funds are prepared
MARCH	<ul style="list-style-type: none">• Leadership Team meetings to provide status on CIP• CIP Revenue Projections• Departments submit operating budget requests• Finance department analyzes and compiles the operating budget submittals
APRIL	<ul style="list-style-type: none">• Leadership Team – Final CIP Review• Leadership Team meetings to review operating budgets
MAY	<ul style="list-style-type: none">• CIP Budget Workshop: May 10 Council meeting• Leadership Team - Final Operating Budget review• Preliminary operating budget is sent to the printer• Program Options prepared
JUNE	<ul style="list-style-type: none">• Operating Budget Workshop: June 7 Council meeting• Citizens Budget Workshop: June 9• Council adopts final budget including Operating budget, Capital Improvement Program, and Annual Spending Limitation: June 21 Council meeting

Operating Budget * CIP